

Staff (Position) Descriptions

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groups. The Director will be an effective communicator known and respected within his or her field.

2. Position: NANP Administration Deputy Director

Level: AC6

Responsibilities: The NANP Administration Deputy Director will assist the Director in all aspects of NANP Administration. The Deputy Director will have the ability to speak for Mitretek NANP Administration, making commitments as required. Specifically, the Deputy Director will provide senior management contribution to code administration and relief planning functions. The Deputy Director will provide NANP Administration leadership in industry liaison activities, both at the state and federal level, and at national numbering forums.

Reports to: Frank Ferrante, NANP Administration Director

Supports: All NANP Administration functions

Education: Bachelors Degree

Experience: At a minimum eight years experience in telecommunications technical or regulatory matters.

Attributes: The Mitretek NANP Administration Deputy Director will have a broad knowledge of local exchange and interexchange network architectures/operations (routing, rating, billing), standards, federal/state regulatory issues and telecommunications

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industry environment. The Deputy Director will be able to effectively coordinate and manage numbering issues of diverse scope, keeping in mind the complex competitive environment and volatile regulatory arena. The Deputy Director will possess strong interpersonal communication and negotiation skills enabling positive interaction both externally (Regulators, Governmental Representatives, e.g., local jurisdictions, Media, Numbering Resource Applicants, Industry Forum activities) and internally within Mitretek and the NANP Administration team.

3. Position: Mitretek NANP Administration Number Administration Center (MNAC) Leader

Level: Principle Staff

Responsibilities: The MNAC leader will be responsible for managing national numbering assignments, enterprise services, and associated systems and databases. Will ensure that all requirements of Section 4 and 7 of the Requirements Document are met and implemented in a manner that is technically proficient and unbiased.

Reports to: Mitretek NANP Administration Director

Supports: NANPA functions

Education: Bachelor's Degree, or equivalent experience

Experience: Substantial (>5 years) experience in numbering activities

Attributes: Able to work directly with carriers and regulators in establishing appropriate implementation of North American Numbering Plan numbering guidelines. Able to communicate effectively before industry bodies and in direct contact with middle

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management and upper management of regulatory authorities and carriers. Manages multiple staff and several projects simultaneously. Contributes to the technical quality of work produced.

4. Position: Mitretek Code Administration Center (MCAC) Leader

Level: Principle Staff

Responsibilities: The MCAC Leader will be responsible for managing COCA functions within the states assigned to their region, and associated systems and databases. The MCAC Leader will ensure that all applicable guidelines are adhered to within their site. The Center Leader will ensure that all requirements of Section 5 of the Requirements Document are met and implemented in a manner that is technically proficient and unbiased. The Center Leaders will maintain a close understanding of the regulatory environment and proceedings within their regions.

Reports to: Mitretek NANP Administration Director

Supports: COCA functions

Education: Bachelor's Degree or equivalent experience

Experience: Substantial (>5 years) experience in numbering activities

Attributes: Able to work directly with carriers and regional regulators in establishing appropriate implementation of Central Office Code Administration guidelines. Able to communicate effectively before industry bodies and in direct contact with middle management and upper management of regulatory authorities and carriers. Manages

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multiple staff and several projects simultaneously. Contributes to the technical quality of work produced.

5. Position: Regulatory and Legal Support

Level: Lead Staff

Responsibilities: Review all official NANP Administration communications with regulatory authorities and others. Participate in NANC meetings as requested by NANC. Review all testimony by Mitretek NANP Administration in regulatory and legal proceedings. Track regulatory proceedings.

Reports to: NANP Administration Director

Supports: All NANP Administration Functions

Education: J.D., L.L.D. or equivalent

Experience: 5 years experience in regulatory proceedings

Attributes: Knowledge of telecommunications, economics and law. Capable of clear, concise written and oral communications.

6. Position: Data Analysts Lead Staff

Level: AC4

Responsibilities: Responsible for performing and supervising the performance of modeling, simulation, and forecasting analysis of COCA and NANPA functions.

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Responsible for developing applications and supervising the development of applications that are used for forecasting, input and display of NANPA and COCA information in accordance with Sections 4 and 5 of the Requirements Document by a manner consistent with Section 9 of the Requirements Document. Attends appropriate NANC, industry forum, carrier, and regulatory meetings to report on status and appearance of applications. Responsible for web site development.

Reports to: MNAC Leader

Supports: NANPA and COCA functions

Education: Masters, Ph.D. Degree in Mathematics, Computer Science, Electrical Engineering or equivalent

Experience: Substantial experience in forecasting, modeling and data analysis

Attributes: Capable of performing or overseeing the performance of complex applications development, modeling and simulation activities. Strong technical communications abilities.

7. Position: NANPA Administrator

Level: AC4

Responsibilities: Administration of NPAs in the NANPA member countries.

Communication of numbering administration activities to regulatory authorities, industry conferences, NANC and other relevant public fora. Forecasting exhaust of appropriate resources.

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Reports to: MNAC Group Leader

Supports: NANPA functions

Education: Bachelors degree in Electrical Engineering, Computer Science, or Mathematics

Experience: Significant telecommunications and numbering experience within the NANP countries

Attributes: Capable of solid numbering analysis and communication of analysis to public fora.

8. Position: Systems Program and Database Administrator

Level: AC3

Responsibilities: Development of Applications for NANPA and COCA functions

Reports to: MNAC Leader

Supports: All NANP Administration Functions

Education: Bachelors Degree in Electrical Engineering, Computer Science or equivalent

Experience: 2 years of applications development

Attributes: Capable of developing robust applications with user-friendly graphical user interfaces

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9. Position: MCAC Code Assignment

Level: AC3

Responsibilities: Timely, consistent, and accurate assignment of central office (NXX) codes; understanding and adherence “Central Office Code (NXX) Assignment Guidelines.” Provide input to COCAs and NPA relief planning processes.

Reports to: MCAC Center Leader

Supports: COCA Functions

Education: Bachelors Degree or equivalent experience

Experience: Familiarity with code assignment processes, industry guidelines and RDBS/BRIDS input

Attributes: Capable of accurately performing code administration and assignment functions as described in Section 5.0 of the NANC Requirements Document

10. Position: Data Analyst

Level: Staff/Senior Staff

Responsibilities: Creates models forecasting potential in extremis and exhaust conditions.

Reports to: MNAC Group Leader

Supports: NANPA and COCA functions

Education: Bachelors degree

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Experience: Significant experience in mathematical modeling, economic modeling or forecasting

Attributes: Mathematical, statistical and quantitative focus, capable of communicating forecasts to management in a timely fashion.

11. Position: MCAC NPA Relief Planner

Level: Senior Staff

Responsibilities: Planning of NPA relief activities in accordance with industry guidelines, NANC direction and Sections 4 and 5 of the Requirements Document. Develop jeopardy plans and implement conservation resources as necessary.

Reports to: MCAC Center Leader

Supports: Central Office Code Administration Functions

Education: Bachelors degree or equivalent experience

Experience: Familiarity with code administration/NPA relief planning activities, industry guidelines

Attributes: Capable of maintaining multiple project schedules in coordination with industry, skilled communicator, capable of leading industry meetings

Appendix K is redacted in its entirety.

Appendix L is redacted in its entirety.

Appendix M is redacted in its entirety.

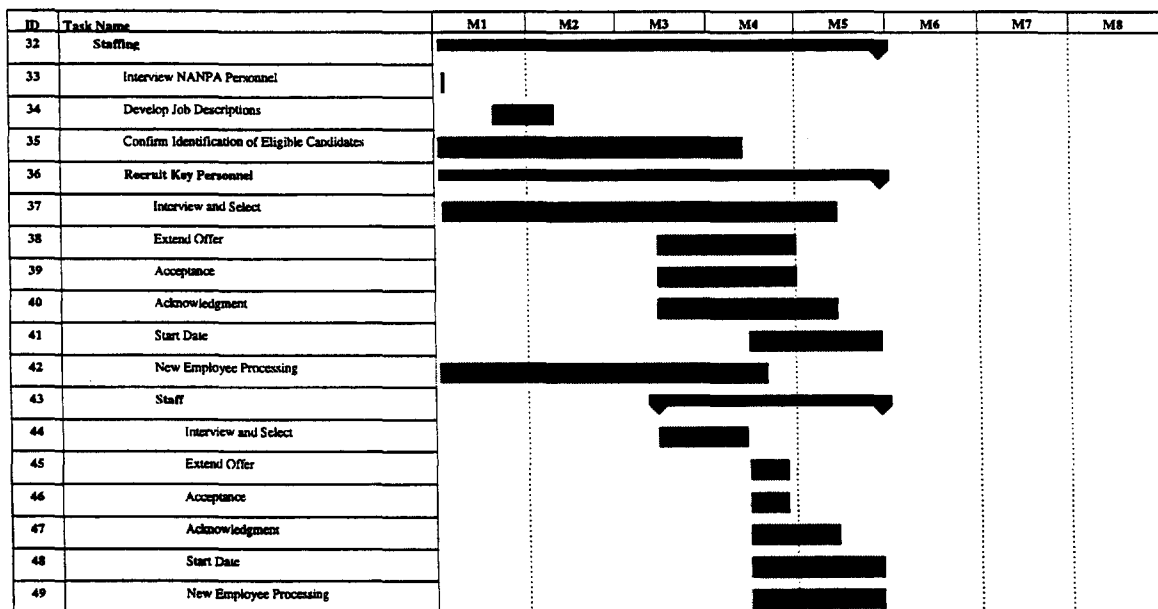
Appendix N is redacted in its entirety.

NANPA Transition Schedules

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The following Gantt charts provide details for Section 4.3, NANP Transition Plan.

Following the initial meeting with the incumbent to firm up specific dates for all activities, the final plan will be reported to the NANC. The charts follow the plan order laid out in Section 4.3.



Staffing Gantt

NANPA Transition Schedules

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ID	Task Name	M1	M2	M3	M4	M5	M6	M7	M8
50	Information Systems								
51	Systems Development								
52	Number Resource Databases								
53	Other								
54	Acquisition of Bellcore Databases								
55	Administrative Procedures Implementation								
56	Document Inventory Systems Implementation								
57	Provide Data Services								
58	Review Desired Functionality								
63	Printing Requirements								
67	Support Functions								
71	Define PC Requirements								
72	Hardware								
73	File Server								
74	Gateways								
75	Workstations								
76	Printers								
80	Software								
85	Obtain PCs								

Information Systems Gantt

ID	Task Name	M1	M2	M3	M4	M5	M6	M7	M8
92	Facilities								
93	Identify space								
94	Prepare space								
95	Prepare floor plan								
106	Order Furniture								
107	Terminal Placement Layout								
108	File Server Layout								
109	LAN Layout								
110	Obtain Cost Quotes								
113	Select Vendors								
114	Move People Occupying Space								
115	Construct Mitretek NANPA								

Facilities Gantt

NANPA Transition Schedules

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ID	Task Name	M1	M2	M3	M4	M5	M6	M7	M8
123	Communications System								
124	Provide Telephone Service								
125	Define Requirements								
126	Confirm system Configuration								
127	Prepare Capital Expense Proposal								
128	Order System								
129	Equipment Delivery								
130	Install System								
131	Install System								
132	Configure Service								
133	Install Telephones								
134	Full System Test								
135	User and Administrative Testing								

Communications Systems Gantt

ID	Task Name	M1	M2	M3	M4	M5	M6	M7	M8
136	Training								
137	Interviewing								
138	Acquisition and Assimilation of Materials & Documents								
139	Training Stage One								
140	NANPA and User Training								
141	NANPA Operation Observing								
142	Partial "Hands-On" Operation								
143	Full "Hands-On" Operation								
144	Training Stage Two, Three, etc.								

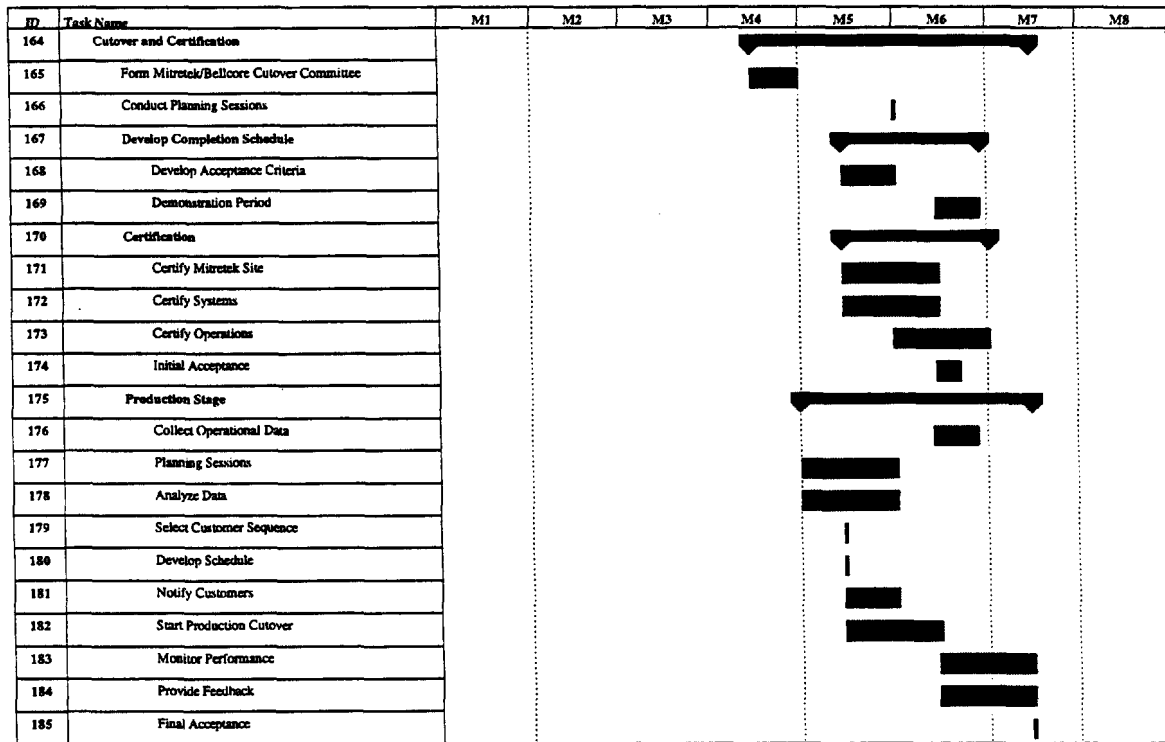
Training Gantt

ID	Task Name	M1	M2	M3	M4	M5	M6	M7	M8
145	Disaster Recovery								
146	Assemble Mitretek Team								
147	Assign Tasks								
148	Develop Schedule								
149	Develop Mitretek Plan								
158	Integrated Mitretek Plan with Bellcore Plan								
159	Review, Comment, and Amend								
160	Joint Approval								
161	Execution								
162	Pre-demo acceptance								
163	Final Acceptance								

Disaster Recovery Gantt

NANPA Transition Schedules

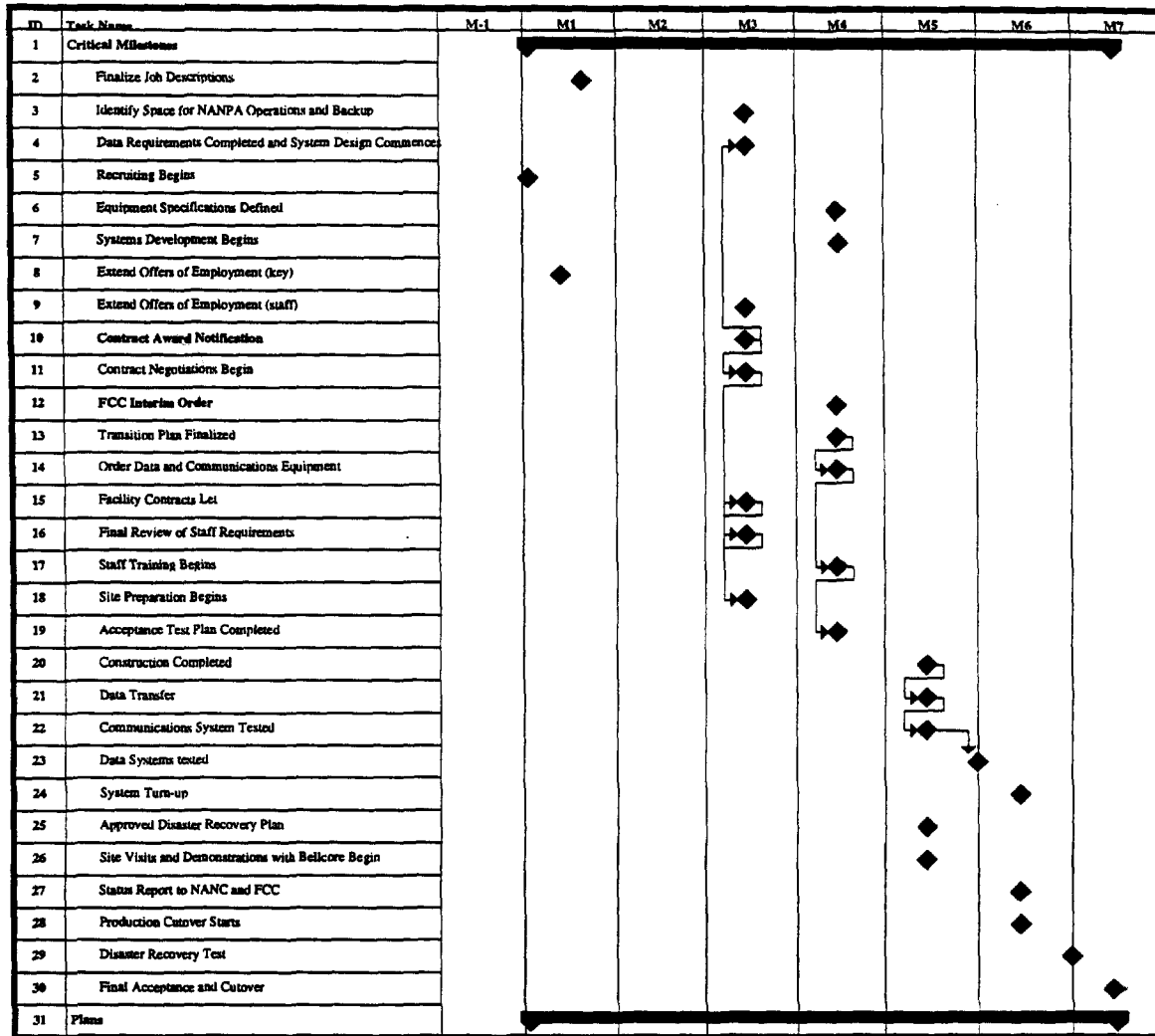
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Cutover and Certification Gantt

NANPA Transition Schedules

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Milestones Gantt